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MEMORANDUM FOR: Chief, Information Processing Staff/OPFB
Information Processing Coordinator/DDP
Information Processing Coordinator/DDS&T
Information Processing Coordinator/DDI

SUBJECT : System Requirements for Proposed
Records Center Expansion

1. As you know, the Agency Records Center [] is full. While we do not yet have authorization to build an addition, we are proceeding with the negotiation of a contract for a feasibility study to identify a suitable location and produce firm cost estimates. In this process, we would like to be as certain as we can that we have included all foreseeable requirements.

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2. For several years we have tried to find suitable alternatives to hard copy storage but nothing feasible has been developed yet. Meanwhile, there are systems in each of the Directorates for which we store 266 reels of magnetic tape, about three million punched cards, and 93,000 reels of microfilm. Storage of these specialized kinds of materials is expected to increase. It is conceivable that requirements may develop in some of these systems for electronic facsimile transmission or data communication between [] and Headquarters rather than continue to rely upon the present courier runs twice daily.

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3. I would appreciate your reviewing systems in your Directorates to determine whether any such requirements can be foreseen in order that the construction feasibility study can make provision for space to accommodate some configuration of transmission equipment if there is any requirement for it. I will need to know whether or not you are able to identify any such requirements no later than 1 July 1968.

[]
Chief, Support Services Staff

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GROUP 1
Excluded from automatic
downgrading and
declassification

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